

LEGEND for Win 8 Desktop Users: E = Essential Modules; O = Optional modules; * = Parts are relevant				
Category (& Legend)	Course	Module	W8D	User
Introductory Computer Training	1-Introduction to Computers and the Internet	1.1 - Intro to computers	E	
Introductory Computer Training	1-Introduction to Computers and the Internet	1.2 - Using a Computer	E	
Introductory Computer Training	1-Introduction to Computers and the Internet	1.3 - Intro to Word Processing	E	
Introductory Computer Training	1-Introduction to Computers and the Internet	1.4 - Formatting a Word Processing document	E	
Introductory Computer Training	1-Introduction to Computers and the Internet	1.5 - Introduction to the Internet	E	
Introductory Computer Training	1-Introduction to Computers and the Internet	1.6 - Searching the Internet	E	
Introductory Computer Training	2- Introduction to web based email	2.1 - Intro to email	E	
Introductory Computer Training	2- Introduction to web based email	2.2 - The Gmail screen	E	
Introductory Computer Training	2- Introduction to web based email	2.3 - Sending and Receiving Email	E	
Introductory Computer Training	2- Introduction to web based email	2.4 - Email Etiquette	E	
Windows 7 Training	blank	1 - Windows 7 overview	E*	
Windows 7 Training	blank	2 - System settings	E*	
Windows 7 Training	blank	3 - The Start Menu	E*	
Windows 7 Training	blank	4 - The Taskbar	E*	
Windows 7 Training	blank	5 - The Document Window	E*	
Windows 7 Training	blank	6 - Gadgets	E*	
Windows 7 Training	blank	7 - Instant Search	E*	
Windows 7 Training	blank	8 - Shortcuts	E*	
Windows 7 Training	blank	9 - Working With Libraries	E*	
Windows 7 Training	blank	10 - Ease of Access Centre	E*	
Windows 7 Training	blank	11 - Getting Help	E*	
Learning Windows 8	1 - Intro to Windows 8	1.1 What is Windows 8	E	
Learning Windows 8	1 - Intro to Windows 8	1.2 Touch Control versus Mouse Control	E	
Learning Windows 8	1 - Intro to Windows 8	1.3 The Windows 8 Start Screen	E	
Learning Windows 8	1 - Intro to Windows 8	1.4 Working with Tiles	E	
Learning Windows 8	1 - Intro to Windows 8	1.5 Adding and Removing Tiles	E	
Learning Windows 8	1 - Intro to Windows 8	1.6 Touch Gestures	E	
Learning Windows 8	1 - Intro to Windows 8	1.7 Power Down, Restart and Sleep	E	
Learning Windows 8	2 – Customizing Windows	2.1 Setting an Account Picture	E	
Learning Windows 8	2 – Customizing Windows	2.2 Creating a Microsoft Account	E	
Learning Windows 8	2 – Customizing Windows	2.3 Linking to a Microsoft Account	E	
Learning Windows 8	2 – Customizing Windows	2.4 Customizing the Start Screen	E	
Learning Windows 8	2 – Customizing Windows	2.5 Creating a Picture Password	E	
Learning Windows 8	2 – Customizing Windows	2.6 Using a Picture Password	E	
Learning Windows 8	2 – Customizing Windows	2.7 Adjusting System Settings	E	
Learning Windows 8	3 – Windows 8 Apps	3.1 Browsing the Web	E	
Learning Windows 8	3 – Windows 8 Apps	3.2 Pinning a Website to the Start Screen	E	
Learning Windows 8	3 – Windows 8 Apps	3.3 Calendar	E	
Learning Windows 8	3 – Windows 8 Apps	3.4 Maps	E	
Learning Windows 8	3 – Windows 8 Apps	3.5 Weather	E	
Learning Windows 8	3 – Windows 8 Apps	3.6 Travel	E	
Learning Windows 8	3 – Windows 8 Apps	3.7 Screen Orientation	E	
Learning Windows 8	4 – Working with Apps	4.1 Closing Apps	E	
Learning Windows 8	4 – Working with Apps	4.2 Running Multiple Apps	E	
Learning Windows 8	4 – Working with Apps	4.3 Docking Apps	E	
Learning Windows 8	4 – Working with Apps	4.4 App Settings	E	
Learning Windows 8	4 – Working with Apps	4.5 Printing	E	
Learning Windows 8	4 – Working with Apps	4.6 Searching	E	
Learning Windows 8	4 – Working with Apps	4.7 What is the Desktop	E	
Learning Windows 8	5 – Photos, Music and Movies	5.1 Viewing Photos	E	
Learning Windows 8	5 – Photos, Music and Movies	5.2 Importing Photos from Devices & Camera	E	
Learning Windows 8	5 – Photos, Music and Movies	5.3 Videos and Movies	E	
Learning Windows 8	5 – Photos, Music and Movies	5.4 Music	E	

Learning Windows 8	5 – Photos, Music and Movies	5.5 Xbox Integration	E	
Learning Windows 8	6 – SkyDrive	6.1 What is SkyDrive	E	
Learning Windows 8	6 – SkyDrive	6.2 Adding Files to Your SkyDrive	E	
Learning Windows 8	6 – SkyDrive	6.3 Saving to SkyDrive	E	
Learning Windows 8	6 – SkyDrive	6.4 Opening Content from SkyDrive	E	
Learning Windows 8	7 – The Store App	7.1 The Store	E	
Learning Windows 8	7 – The Store App	7.2 Purchasing or Downloading an App	E	
Learning Windows 8	7 – The Store App	7.3 Searching for Apps	E	
Learning Windows 8	7 – The Store App	7.4 Updating Apps	E	
Learning Windows 8	8 – Social Media, Email. Contacts and Sharin	8.1 Facebook and Twitter Integration	E	
Learning Windows 8	8 – Social Media, Email. Contacts and Sharin	8.2 Creating and Managing Contacts	E	
Learning Windows 8	8 – Social Media, Email. Contacts and Sharin	8.3 Messaging and Contacts	E	
Learning Windows 8	8 – Social Media, Email. Contacts and Sharin	8.4 Sharing Photos	E	
Learning Windows 8	8 – Social Media, Email. Contacts and Sharin	8.5 Adding Email Accounts	E	
Learning Windows 8	8 – Social Media, Email. Contacts and Sharin	8.6 Email	E	
Learning Windows 8	8 – Social Media, Email. Contacts and Sharin	8.7 Email Settings	E	
Learning Windows 8	9 – Windows 8.1Changes	9.1 Windows 8.1	E	
Safety on the Internet	1 – How to Use This Training	1.1 You are Not Alone	E	
Safety on the Internet	1 – How to Use This Training	1.2 Safely Surfing the Internet	E	
Safety on the Internet	1 – How to Use This Training	1.3 Email Safety Guidelines	E	
Safety on the Internet	2 – Social Media and Online Accounts	2.1 Social Media Safeguards	E	
Safety on the Internet	2 – Social Media and Online Accounts	2.2 Password Management	E	
Safety on the Internet	2 – Social Media and Online Accounts	2.3 User Names	E	
Safety on the Internet	3 – Safer Browsing and Apps	3.1 Online Purchases	O	
Safety on the Internet	3 – Safer Browsing and Apps	3.2 Apps and Privacy	E	
Safety on the Internet	3 – Safer Browsing and Apps	3.3 Anonymous Apps	O	
Safety on the Internet	3 – Safer Browsing and Apps	3.4 Browser Safety Options	E	
Safety on the Internet	3 – Safer Browsing and Apps	3.5 Parental and Family Controls	O	
Safety on the Internet	4 – Online Dangers	4.1 Illegal Downloads	E	
Safety on the Internet	4 – Online Dangers	4.2 Sexting and Snapchat	O	
Safety on the Internet	4 – Online Dangers	4.3 Cyber Bullying	O	
Safety on the Internet	4 – Online Dangers	4.4 Trolling	O	
Safety on the Internet	4 – Online Dangers	4.5 Doxxing	O	
Safety on the Internet	4 – Online Dangers	4.6 Online Gambling	E	
Safety on the Internet	4 – Online Dangers	4.7 Online Dating	E	
Safety on the Internet	5 – Advanced	5.1 Using Firewalls	O	
Safety on the Internet	5 – Advanced	5.2 Routers and Security	O	
Safety on the Internet	6 – Assessments	6.1 Internet Safety Assessment 1	O	
Safety on the Internet	6 – Assessments	6.2 Internet Safety Assessment 2	O	
Safety on the Internet	6 – Assessments	6.3 Internet Safety Assessment 3	O	
Safety on the Internet	6 – Assessments	6.4 Internet Safety Assessment 4	O	
Safety on the Internet	6 – Assessments	6.5 Internet Safety Assessment 5	O	
Safety on the Internet	6 – Assessments	6.6 Internet Safety Assessment 6	O	